

SUNSET AT SUNSET  
Meeting July 11, 2016  
Minutes

Members in attendance: Karen Joseph, Lois McClellan, Bob Donnelly, Mary Hughes, Mark Benton, Marge Gresham

1. Finance Report: Bonnie Schwerd attended the meeting to give a clarification on account status. Report is based upon Fiscal year from July 1 to June 30 each year, so report would actually include items from last year's festival and upcoming festival. For greater clarification, Bonnie will provide via email a detailed report for SAS account. Karen Joseph will receive the email and forward it to committee members.
2. Food Vendors to Date: Only 2 applications for food vendors received. St. Brendan's has made application, but we are waiting on the \$25.00 application fee as a Non Profit. Marge has reached out to several new food vendors and awaiting a response. Mark will check with Funnel Cakes vendor and BBQ vendor for their interest in applying.
3. Vendor List: To date, we have 64 vendors and 13 sponsors. Bob and Lois will check with Pelican Bookstore as sponsors as well as vendor.
4. Sponsors to date: 13 Bob and Lois will visit Island Breeze and BB& T and Karen will visit Arbor Landing. Other potential sponsors have been given paperwork but to no avail yet. Mary will check with Crossfit on Thursday for potential sponsorship.
5. Photo Contest: Do we still need the 3<sup>rd</sup> judge? Or has one been obtained. Lois will send an email to Kathy to see if she has obtained the 3<sup>rd</sup> judge.
6. Facebook Non Profits have been posted. Mary wants to do groups of vendors for page. Registering for free site. Site is up and working well, thanks Mary for all you do.
7. New Ideas: Committee has decided not to sell Sunset Shooter glasses as requested by previous vendor.
  - Obstacle course: Karen spoke with Fire Chief and Deputy Fire Chief Deputy will be in charge of arranging. Karen and Deputy will work with Susan Parker for plan.
  - Inflatables – Mary will receive info from 5 Star Farms this week concerning the inflatables.
  - Turtle Man – Randy Gallagher – if anyone sees him at any time, STOP and talk with him about coming to the festival – get a contact number
  - Brewery on site – town will pay for the insurance – must be a secure area away from rest of festival – need security guard at opening to check IDs and contain area –

nothing to leave area. - breweries should have their own licenses for off site venue.

8. Entertainers – Bev will contact entertainers who need to return contracts.  
Photographer has returned contract.

9. Signs - Sponsors' names need to be displayed at festival. Discussion regarding simple 8 x 11 signs strung on stage or banner with sponsor names or sandwich board with sponsor names. Prices to be checked and reported next meeting.

10. Rack card ready for distribution - Bob took cards and holders to be placed at various sites in area. Committee made suggestions for high profile sites.

11. Fliers - Entertainment schedule and sponsor list to be placed at Welcome Tent.

12. Parking spaces at Planetarium. Karen is waiting for an email from Townhouse Board regarding numbered spaces of residents.

13. Parking Volunteers needed – looking for groups in area (ex: student groups) to assist with parking

14. Next meeting --- Lois will send an email to entire committee asking for vote on either Aug 1 @ 1000 or Aug 8 @ 1000. Committee will meet at Festival site @ 1000 and then adjourn to Town Hall to continue meeting.